

STATE ASSESSORS BOARD MEETING

November 17, 2006

Approved Minutes of

**Meeting held at Michigan Townships Association Building
512 Westshire, Lansing, Michigan**

www.michigan.gov/treasury/Local Government Services

State Assessors Board

Executive Secretary's E-Mail Address – peoples@michigan.gov

State Assessors Board Phone Number – (517) 373-8320

CALL TO ORDER: The meeting was called to order at 9:30 a.m., November 17, 2006, in a Conference Room, at the Michigan Townships Association Building, located at 512 Westshire, Lansing, Michigan.

ROLL CALL: Present: Henry O. Allen, Chairperson
Lisa A. Hobart, Vice Chairperson
Maxine J. McClelland, Member
Frederick W. Morgan, Member
Raman A. Patel, Member
Joan E. Peoples, Executive Secretary

Also Present: Thomas Florida, CMAE 3
Richard Sharland

REVIEW OF MINUTES:

The minutes of October 20, 2006 State Assessors Board Meeting were reviewed by each board member prior to the meeting. Motion by Patel to approve the minutes as received. The motion was seconded by Hobart and unanimously approved.

PUBLIC COMMENT:

Thomas Florida was present to discuss his certification in assessment administration. Motion to reinstate the level 3 certification of Mr. Florida that expired because the local unit failed to pay the certification fees when due. Reinstatement will cost \$500.00 in fees and penalties.

FINANCIAL REPORT:

Motion by Patel to receive and file the financial report with an August 31, 2005 balance of \$235,127.99. The fiscal year projections are as follows: Income \$350,000.00, Expenses \$325,000.00, Carry-over at the end of the fiscal year \$176,200.00. The motion was seconded by Hobart and unanimously approved.

EDUCATIONAL PROGRAMS:

- 1) Motion by McClelland to receive and file State Assessors Board continuing education program evaluation reviews. The motion was seconded by Patel and unanimously approved.
- 2) Motion by Patel to approve the Test Committee review of examination questions performed on October 20, 2006. The motion was seconded by McClelland and unanimously approved.
- 3) Motion by Patel to receive, file and publish in the "Michigan Assessor Magazine" the 2007 educational renewal schedule. The schedule is to be mailed to the County Equalization Directors to be distributed to the assessors. The motion was seconded by Hobart and unanimously approved.
- 4) A status report on narrative appraisal submissions was reviewed.
- 5) Motion by Hobart to implement new examinations for:
 - a. Home Study Basic Income Approach to value
 - b. Home Study Property Tax Law
 - c. Home Study Communications
 - d. Home Study USPAP
 - e. Home Study Michigan Tax Tribunal
 - f. Comprehensive Level 3

Effective September 27, 2006 the new examinations are to be put in place with new answer keys in use. The motion was seconded by Patel and unanimously approved.

- 6) A report by Jennifer Wetherell on progress made with clerical course updating was received and filed.
- 7) The following educational requests were reviewed and approved. Motion by Hobart, seconded by McClelland and unanimously approved.
 - a. Michigan Tax Workshop, at Troy, Michigan on November 7, 2006 for 6 hours of educational credit.

EDUCATIONAL PROGRAMS Cont.

- b. Basic Assessing and Beyond, Washtenaw County on December 13, 2006 for 3 hours of educational credit.
 - c. Dangers of Appraising Flip Properties, by the American Society of Appraisers-Detroit Chapter at Southfield, MI on October 19, 2006 for 3 hours of educational credit.
 - d. Condominiums, Co-ops and PUDs, by the International Association of Assessing Officers, on October 27, 2006, in Milwaukee Wisconsin.
- 8) Motion by Hobart, seconded by Patel that all attendees/members of 2006 and 2007 State Assessors Board Committee Meetings be given 2 hours of educational renewal credit for attendance at the meetings. The motion was unanimously approved.
- 9) Motion by Patel, seconded by McClelland to approve the subject property request for a property located at 2719 Courier Court, Walker, Michigan.

OLD BUSINESS:

- 1. Correspondence from Chuck Zemla was reviewed. The Secretary is to Communicate with Mr. Zemela regarding the assessing in Bath Township, Clinton County. Motion by Hobart, seconded by Patel and unanimously approved.
- 2. The 2007 State Assessors Board meeting schedule was reviewed. The January meeting is changed to January 25 at the Michigan Townships Association conference located at the Renaissance Center in Detroit. Motion by Morgan, seconded by McClelland and unanimously approved.

NEW BUSINESS:

- 1) Bruce Little, CMAE 4 correspondence was reviewed. The Secretary is to respond to the correspondence. Motion by Morgan, seconded by Hobart.

CERTIFICATIONS:

Motion by Patel to approve amendments to the certification list that follows. The motion was seconded by Morgan and unanimously approved.

**CERTIFICATION APPLICANTS
NOVEMBER 2, 2006**

LEVEL 1

Cairns, Tim P.
Ferraro, Debra Ann

Miller, Kimberly
Palmer, David A.

Rivet, Douglas M.
Sexton, Beth Ann

Heikkila, Eric
Karrio, Lisa R.
Long, Rissa

Pierson, Stephanie
Priest, Daniel J.

Slatina, Leighann
Wanstead, Gale

LEVEL 2

Baughman, Debbie

Gatson, Michelle

Palmer, David A.

LEVEL 3

Knapp, Ricky L.

Ruud, John E.

CERTIFICATION TOTALS AS OF 11/2/06

LEVEL 1	667
LEVEL 2	987
LEVEL 3	885
LEVEL 4	152
TOTAL	2,691

REVOCATIONS (Closed Meeting):

Motion by Hobart to go into closed session to discuss revocation petitions:

- a. 05-0010
- b. 06-0017
- c. 06-0026
- d. 06-0027
- e. 06-0029
- f. 06-0030
- g. 06-0031
- h. 06-0032
- i. 06-0033
- j. 06-0034

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CLOSED MEETING Cont.:

k. 06-0035

l. Closed Meeting Minutes-October 20, 2006

The motion was seconded by Patel with a roll call vote taken: Allen-yes, Hobart-yes, Morgan-yes, McClelland-yes, Patel-yes. The motion was unanimously approved.

Motion by Hobart to return to open session. The motion was seconded by Patel with a roll call vote: Allen-yes, Hobart-yes, McClelland-yes, Morgan-yes, Patel-yes. The motion was unanimously approved.

REVOCATIONS (Open Meeting):

1. Motion by Morgan, seconded by McClelland to dismiss revocation petition 05-0010 based upon the field investigation and corrections made by the assessor. The motion was unanimously approved.
2. Motion by Hobart to ask the assessor in revocation petition 06-0017 to clarify the values for the properties named in the revocation petition. The motion was seconded by McClelland and unanimously approved.
3. Motion by McClelland to dismiss revocation petition 06-0026 because petitioner did not produce evidence of wrong-doing by the assessor named in the petition. The motion was seconded by Patel and unanimously approved.
4. Motion by McClelland, seconded by Morgan to ask the assessor named in revocation petition 06-0027 to answer the allegations in writing. The motion was unanimously approved.
5. Motion by Hobart, seconded by McClelland to dismiss revocation petition 06-0029 because legally there is no relationship between taxable value and property value. The motion was unanimously approved.

REVOCATIONS Cont:

6. Motion by McClelland, seconded by Morgan to combine petitions 06-0030, 06-0031, 06-0032, 06-0034 and 06-0035 all naming the same assessing officer. The assessor is to be asked to answer the allegations included in the petitions in writing. The motion was unanimously approved.
7. Revocation petition 06-0031 was combined with revocation petition numbers 06-0030, 06-0032, 06-0034 and 06-0035
8. Revocation petition 06-0032 was combined with revocation petitions 06-0030, 06-0031, 0034 and 06-0035
9. Motion by Hobart to ask the assessor named in revocation petition 06-0033 to answer the allegations in writing. The motion was seconded by Patel and unanimously approved.
10. Revocation petition 06-0034 was combined with revocation petition numbers 06-0030, 06-0031, 06-0032, and 06-0035
11. Revocation petition 06-0035 was combined with revocation petition numbers 06-0030, 06-0031, 06-0032 and 06-0034
12. Motion by McClelland, seconded by Morgan that the minutes of the October 20, 2006 meeting that were reviewed in closed meeting be approved. The motion was unanimously approved.

ADJOURNMENT:

Motion by Hobart to adjourn the meeting at 12:15 p.m. The motion was seconded by Patel and unanimously approved.

ANNOUNCEMENTS:

The next meeting is tentatively scheduled for December 15, 2006 in Lansing.

Respectfully Submitted,

Henry O. Allen Chairperson

Date

Joan E. Peoples, Executive Secretary

Date